

DIS System Improvements

January 21, 2009

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Changes to the Search Screen

#	SSN	First Name	Last Name
1	<u>XXX-XX-2529</u>	Shane	Harrison
2	<u>XXX-XX-5516</u> * (New)	SHANTIEL	HARRISON
3	<u>XXX-XX-2861</u> *	SHANIKA	HARRISON

NEW Assignment Indicator

Word **(NEW)** next to the SSN. Field indicates the family has been newly assigned, re-assigned or ported to your PHA as an addition to your case load.

Changes to the Search Screen

Address	Receiving PHA	Info	Status	Archived Data	Prior Unit Available
, SAN AUGUSTINE 72	TX441	Non-HUD	Active	View	Not Available
SON LA 70356	LA005	Non-HUD	Active	View	Available

Prior Unit Available Indicator

Field indicates if the family Pre-Disaster Unit is available or not. This applies to families being assisted by HUD prior to the storm. This field indicates to the PHA that the family unit has been identified by HUD or by the PHA itself as being available. When that happens the PHA must EOP the family out of DHAP-Ike and the family must return to their pre-disaster unit. If family does not want to return to the pre-disaster unit, family cannot remain on DHAP and will risk losing any type of housing assistance.

Changes to the Search Screen

New assignment indicator details

- The **new** assignment indicator as well as the **prior unit available** indicator are displayed on both the Search Page as well as the Search By PHA Page.
- The **new** assignment indicator will display until the record is **MODIFIED** by the PHA
- If the family is **re-assigned** or **ported** to another PHA, the indicator for the family will be turned back on under the new PHA.
- On the **Search by PHA** screen, the records are sorted so that the those with the **NEW** indicator are displayed on top.
- The **new** assignment indicator cannot be directly modified by the PHA.
- The field can be used from the reports section to generate report on newly assigned families. The filed name is: **PHA New Family Assignment**.
- Another field available for reporting is the **PHA New Family Assignment Date**. This field cannot be modified by the PHA.

Changes to the Search Screen

Pre-disaster unit available indicator details

- The **prior unit available** indicator is displayed on both the Search Page as well as the Search By PHA Page.
- The **prior unit available** indicator can be modified by both the PHA assisting the family or HUD HQ if such information becomes available to HUD.
- The field can be used from the reports section to generate report on newly assigned families. The filed name is: **Unit Available**.

Changes to the Household Information

Details for SSN: XXX-XX-5357 [Non-HUD Family]

FEMA Referral Date: 11/4/2008 (mm/dd/yyyy)

HUD DIS Load Date: 11/5/2008 (mm/dd/yyyy)

FEMA Referral Date

This indicates to the PHA when the family was referred by FEMA for HUD Disaster Assistance

HUD DIS Load Date

This indicates to the PHA when HUD Loaded the family information into DIS

Changes to the Household Information

Receiving PHA Information: ☒ Assign PHA now! ☐ Assign PHA later!

HQ Office:	PO Field operations
Hub:	6HNWO New Orleans Hub
Field Office:	6HPH NEW ORLEANS HUB OF
Housing Authority:	LA001 New Orleans HA
State:	LA Prog d

[Click here to Search for PHA Information](#)

Port-Out Button Functionality

The Port-Out functionality has been modified so that the Port-Out button becomes available only if the three boxes are checked.

- ☒ Family Contacted
- ☒ Family Agreed to Case Management
- ☒ Landlord Signed HAP Contract

It is also modified so that when a port is executed, the three boxes are automatically unchecked.

Changes to the Household Information

Receiving PHA Contact Number:

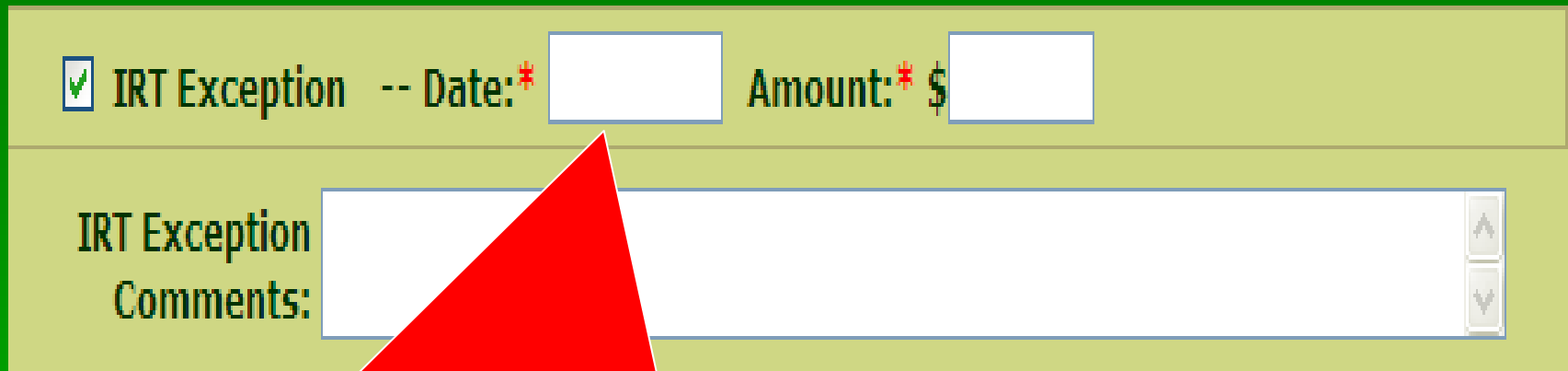
PHA New Assignment Date: (mm/dd/yyyy)

New Program Type: IKE01 - IKE-USTAV

PHA New Assignment Date

Displays the date of when the family was assigned to the PHA by either a new assignment, a re-assignment or a port.

Changes to the Lease Record Information



☒ IRT Exception -- Date: * Amount: * \$

IRT Exception
Comments:

IRT Exception Date Validation

- The IRT Exception Date cannot be prior to 5/1/2009 (for DHAP-Ike only)
- The IRT Exception Date can only be the first of the month in which the IRT exception will be effective. (e.g., 06/01/2009) (DHAP and DHAP-Ike only)
- The IRT Exception Date must be earlier than the HAP Contract Termination Date (DHAP and DHAP-Ike only).

Changes to the Lease Record Information

EOP Reason: -- Not Applicable --

Special Eligibility Information

Assigned HAP Coordinator

HQS Inspection

Next Quarterly EOP Review

Family Notified

-- Not Applicable --

Deceased Head of Household

Family does not agree to Case Management

Family does not agree to move to HQS complaint unit

Family does not agree to move to Pre-Disaster Unit

Family does not agree to move to unit with participating landlord

Family not Eligible for DHAP-Ike Continued Assistance

Family received a Vacancy Payment

Family receiving duplicate assistance

Family refused DHAP Assistance (Provide details in Comments section)

Placed in Permanent Housing

REO Settlement

Returned to Original Unit

Terminated Assistance for Violation of Family Obligations

Unsubstantiated Family Complaint

Other (Provide details in Comments section)

IRT Exception Date Validation

New EOP Reasons Added

1. Family does not agreed to move to pre-disaster unit
2. Family not Eligible for DHAP-Ike Continued Assistance
3. Family Received a Vacancy Payment

Changes to the Lease Record Information

New EOP Reasons Explained

Family does not agreed to move to pre-disaster unit

When the PHA or HUD identifies that the pre-disaster unit for a family is available and ready for occupancy, the family is required to return to their pre-disaster unit. At this time the PHA will terminate the lease and EOP the family out of DHAP-Ike with the reason "RETURN HOME".

If the family refuses to move to their pre-disaster unit, the PHA will explain the family they cannot longer participate in DHAP-Ike and if they do not want to return to their pre-disaster unit, they cannot participate in their pre-disaster program either.

At this point if the family does not want to return home, the PHA will terminate the lease and EOP the family using this new EOP Reason.

Changes to the Lease Record Information

New EOP Reasons Explained

Family not eligible for continued DHAP-Ike Assistance

The PHA is required to perform Quarterly eligibility determinations for their DHAP-Ike families starting six months after the signature of the first Disaster Rent Subsidy Contract, and quarterly thereafter.

When the PHA identifies the family does not qualify for continued eligibility assistance under the DHAP-Ike program rules, the PHA **MUST** terminate the lease and EOP the family using the new EOP reason.

Changes to the Lease Record Information

New EOP Reasons Explained

Family received a Vacancy Payment

When the PHA inputs a value on the Vacancy Payment Amount, the system will automatically place this new EOP reason on the EOP reason code field after validating several fields as explained next.

Changes to the Lease Record Information

EOP Date:

EOP

Vacancy Payment: \$

Vacancy Payment Date:

Vacancy Payment amount

This field is used by the PHA to indicate the amount of the vacancy payment issues to the landlord on behalf of the family for terminating the lease earlier to return home.

Changes to the Lease Record Information

Vacancy Payment Fields Validations Explained

1. *One month remaining on the lease:* Vacancy payment amount cannot be greater than the Lease Rent amount.
2. *Two or more months remaining on the lease:* Vacancy payment amount cannot be greater than **twice** the total Lease Rent amount if there are 2 or more months remaining on lease.
3. Vacancy payment date field is required if a vacancy payment amount is entered and must be **equal** to the **EOP date**.
4. The EOP date must be entered in DIS

Note: The system will automatically **inactivate** any record that complies with the criteria above for data safeguarding from further updates to the terminated record. The EOP reason field will be **automatically populated** by the system with the “**Family received a vacancy payment**” reason code.

Changes to the Lease Record Information



Family Eligible for Continued Eligibility

**Family Eligible for Continued Assistance
checkmark added.**

Family Eligible for Continued Assistance

This field is used by the PHA to indicate to HUD the family is eligible to continue receiving DHAP-Ike assistance as per the program rules.

Remember the PHA is to conduct Quarterly eligibility determinations starting six months after the DRSC is signed or August 1, 2009 whichever comes first, and quarterly thereafter.

Please refer to the DHAP-Ike operating procedures and guidelines

Changes to the Lease Record Information

Continued Assistance Initial Eligibility Determination Date:

Continued Assistance Initial eligibility Determination Date field added

Continued Assistance Initial Eligibility Determination Date

This date field is only displayed if the PHA checks the *Family Eligible for Continued Assistance* checkbox. It is used by the PHA to indicate when they made the **INITIAL** determination for the family to continue receiving DHAP-Ike assistance in accordance with the program rules.

Changes to the Lease Record Information

Last Quarterly Eligibility Determination Date:

Last Quarterly Eligibility Determination Date created

Last Quarterly Eligibility Determination Date

This field is used by the PHA to indicate when the last eligibility determination date was completed for the family. As a reminder, the PHA has to complete **quarterly** eligibility determinations once the family is under a DRSC. The PHA should update this field for every family every three months from the DRSC effective date or after August 1, 2009, whichever comes first.

This date field is only displayed once the PHA has the family under a DRSC (three boxes checked):

- ☒ Family Contacted
- ☒ Family Agreed to Case Management
- ☒ Landlord Signed HAP Contract

Changes to the Lease Record Information

Next Quarterly Eligibility Determination Due Date:

Next Quarterly Eligibility Determination Date field is updated
This field is automatically calculated by the system

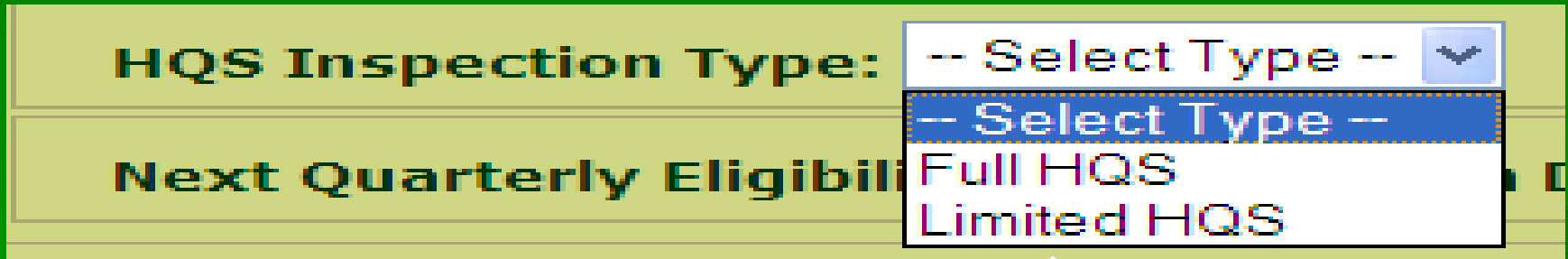
Next Quarterly Eligibility Determination Date

This field is automatically calculated by the system and tells the PHA when the next eligibility determination is due. As a reminder, the PHA has to complete **quarterly** eligibility determinations once the family is under a DRSC. The PHA should update this field for every family every three months.

This date field is only displayed once the PHA has the family under a DRSC (three boxes checked):

- ☒ Family Contacted
- ☒ Family Agreed to Case Management
- ☒ Landlord Signed HAP Contract

Changes to the Lease Record Information



The screenshot shows a software interface with a light green background. On the left, there are two labels: 'HQS Inspection Type:' and 'Next Quarterly Eligibility'. To the right of 'HQS Inspection Type:' is a dropdown menu. The dropdown menu is open, showing three options: '-- Select Type --' (highlighted in blue), 'Full HQS', and 'Limited HQS'. The 'Next Quarterly Eligibility' label is partially visible to the right of the dropdown menu.

HQS Inspection Type

A new Drop Down field is created for the PHA to indicate the type of inspection performed for the DHAP-Ike unit. Either Full HQS or Limited HQS can be selected. The PHA is required to enter an Inspection date if the inspection type is selected.

Changes to the Lease Record Information

☒ Unit Available

☐ Family Notified of Prior Unit Availability

Date Family Notified of Prior Unit Availability:

Unit availability fields added

Unit Available Field

PHA should use this field to indicate that the prior unit (HUD Previously Assisted) has become available for re-occupancy. PHA checks the box once they have confirmed that the prior unit has become available. HUD HQ will also update this field if unit availability information becomes available. Once the Unit Available field is checked, two other fields show up.

Changes to the Lease Record Information

☒ Unit Available

☐ Family Notified of Prior Unit Availability

Date Family Notified of Prior Unit Availability:

Unit availability fields added

Family notified of Prior Unit Availability

Used by the PHA to indicate that they have communicated the unit availability to the family and the requirement for them to return to the prior unit.

Date Family Notified of Prior Unit Availability

Used by the PHA to indicate when they communicated with the family to notify of such availability.

Changes to the Reports

ALL Transaction Report Added

A new report has been developed to allow the PHA to select ALL the Disaster Program Codes, ALL the Pre-Disaster Program Types and ALL the New Program Types as part of the report selection criteria. This report will also make the process of obtaining reports for a specific Disaster Code, a specific Pre-Disaster Program Type or a specific New Program Type much easier and user friendly.

Report	Non-DAP Inventory Report	New Households Report	All Transaction Report
All Transaction Report - Disaster Information System(Ver 4.1.1)			
Selecting the 'View records for ALL PHAs' option may take a long time to retrieve the information and the process may time-out. Select 'view records for selected PHA' option for faster results. Please download report using 'View records for ALL PHAs' option after business hours.			
Data Filters for Transaction Report			
Receiving PHA options: <input checked="" type="radio"/> View records for selected PHA <input type="radio"/> View records for ALL PHAs			
<div><div>HQ Office: Hub: Field Office: Housing Authority: State:</div><div>PO Field operations 6HFTW Fort Worth Hub 6EPH HOUSTON PROGRAM CENTER TX005 Houston Housing Authority TX</div><div>Program Type: Combined</div><div>Click here to Search and Select PHA</div></div>			
Select Disaster:	-ALL-	PHA can select ALL disasters or a Specific Disaster	
Pre Disaster Program Type:	-ALL-	PHA can select ALL or just one specific Pre-Disaster	
New Program Type:	-ALL-	PHA can select ALL or just one New Program Type	

Changes to the Submit data without Lease Information Button

DIS Lease Record #: 1		Submit Data without Lease Information			
Payment Standard: \$		Rent To Owner/Lease Rent: \$		Utility Allowance: \$	
Gross Rent: \$		Total Tenant Payment: \$		HAP Total: \$	
Utility Reimbursement: \$		FMR: \$		FEMA Payment: \$	
Security Deposit: \$		Utility Deposit: \$			
New Unit Address: *		Apt #:		Actual Bedroom Size: *	
City: *		State: *		Zip Code: *	
<input type="checkbox"/> Monthly Lease		Owner Name: *		Owner TIN: *	
HAP Contract Effective Date: *		HAP Contract Termination Date: *		Program End Date:	7/31/2009
<input checked="" type="checkbox"/> IRT Exception	-- Date: *	Amount: *	\$	<input type="checkbox"/> Finder's Fee	
IRT Exception Comments:				Max 250 characters (approx 4 lines) will be saved.	
EOP Date:		EOP Reason:	-- Not Applicable --	<input type="checkbox"/> Early Release Fee	
Vacancy Payment: \$		Vacancy Payment Date:			
<input type="checkbox"/> Family Eligible for Continued Eligibility					
<input type="checkbox"/> Family Contacted <input type="checkbox"/> Family Agreed to Case Management <input type="checkbox"/> Landlord Signed HAP Contract					
<input type="checkbox"/> Unit Available					
Tenant ID:		PHA Tenant Remarks:			
Max 250 characters (approx 4 lines) from the comment text will be saved.					
Comments:				Update Current Lease	
				Save As New Lease	
				Cancel	

Changes to the Submit data without Lease Information Button

The “Submit Data without Lease Information” button functionality has been changed. Prior to this change, if a user clicked the button, the information on the lease page (sample below) was saved without any validation being enforced.

Now, **effective January 12, 2009**, and with the new validations that are being enforced, if a user enters information on the **LEASE** record, and clicks the “Submit Data without Lease Information” button, the information that is part of the **LEASE** record is **NOT Saved**.

If the submit data without lease information button is clicked, **all the information that is part of the Head-of-Household information is still saved**. Just the information entered as part of the Lease Record is the information that will not be saved.

If a PHA wants the information entered as part of the lease record to be saved, they **MUST** use the “Update Current Lease” button.

The “Save as New Lease” button may only be used if a new lease for the same family is being created.

Implementation Date

- ALL changes implemented as of January 12, 2009.
- To report any systems problem or for questions regarding these changes please email:

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